



E-Publishing Conference October 2002
Central Tagging Operation Forum



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Introduction

- ❑ Since 1993, the Air Force has been converting publications to SGML
- ❑ In 1997, 1998 Infocon developed programs to partially automate the AF document conversion efforts.
- ❑ Since August 2000 Infocon, as a contractor, has supported AFDPO with the centralized electronic processing task of document tagging, converting publications from MS-Word into SGML, XML and PDF.
- ❑ Infocon also provides software development to support document conversion tasks at other AF facilities (SSG)



Introduction

This presentation will:

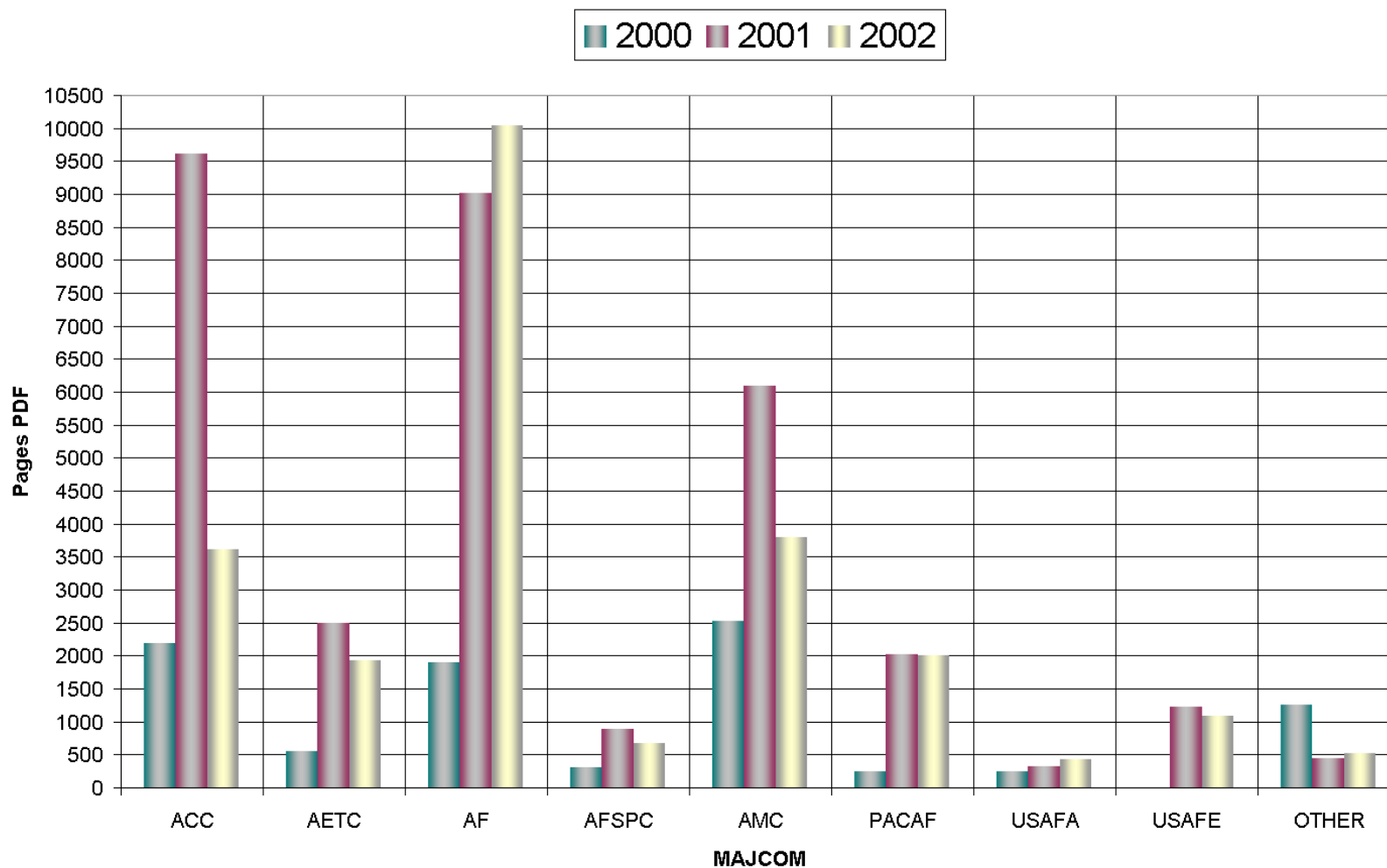
- ☐ Describe the conversion tasks performed at Infocon on behalf of AFDPO
- ☐ Show graphs and statistics describing Infocon's performance
- ☐ Show graphs and statistics describing the incidence of errors in the conversion process
- ☐ Present a set of typical "errors" as examples of roadblocks that delay the publishing effort.



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Pages Processed 2000-2002



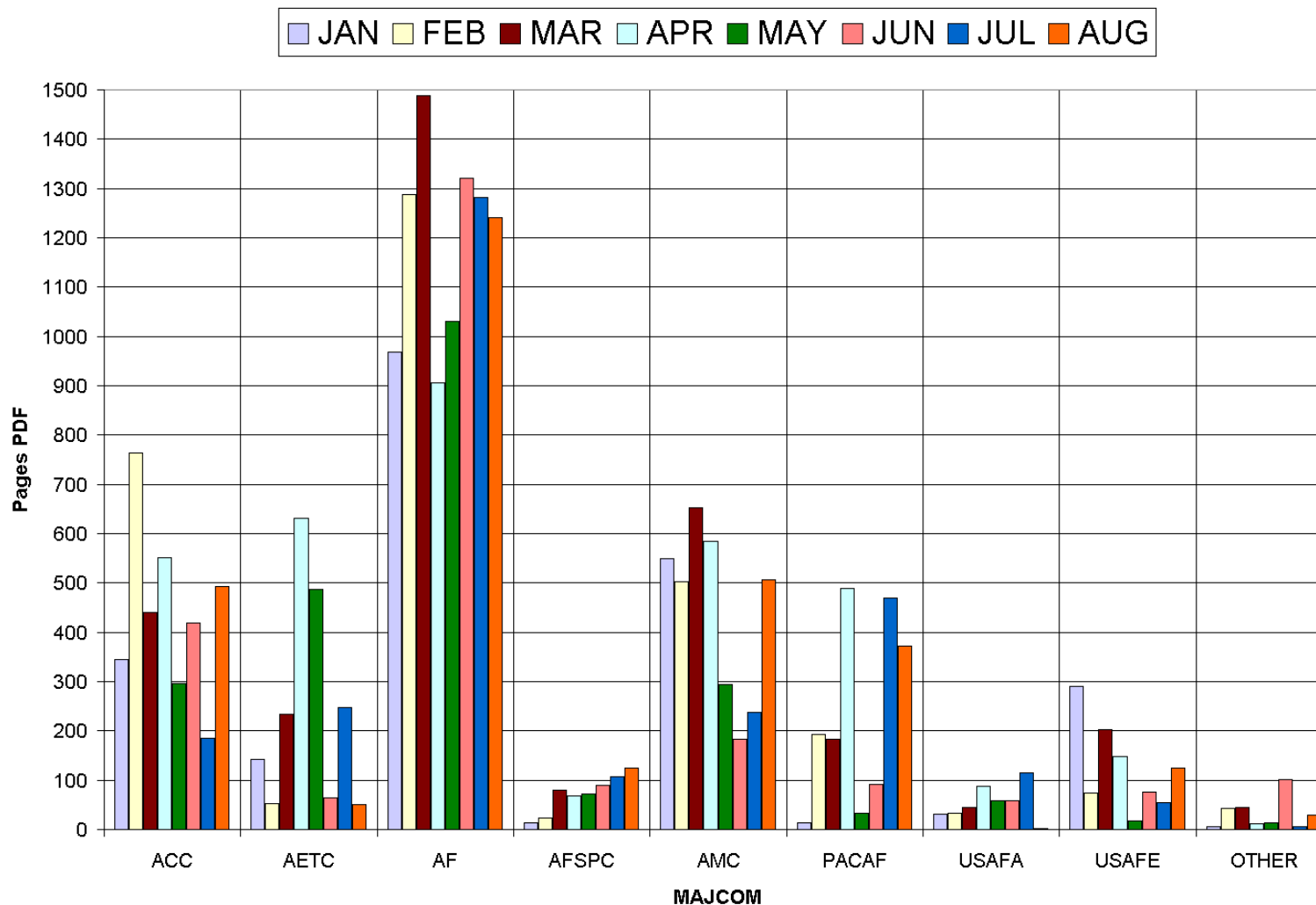


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Pages Processed 2002





Process Performance

In April, 2002 Infocon signed a contract with EIM/AFDPO assuming the responsibility of achieving an overall average turn-around time of 2 business days.

To achieve this, Infocon established an *internal* goal of 1 business day turn-around time and introduced changes to the conversion process

At the time, Infocon also modified its reviewing methods to reduce the number of correction requests.

The slides that follow show performance statistics for the conversion process.



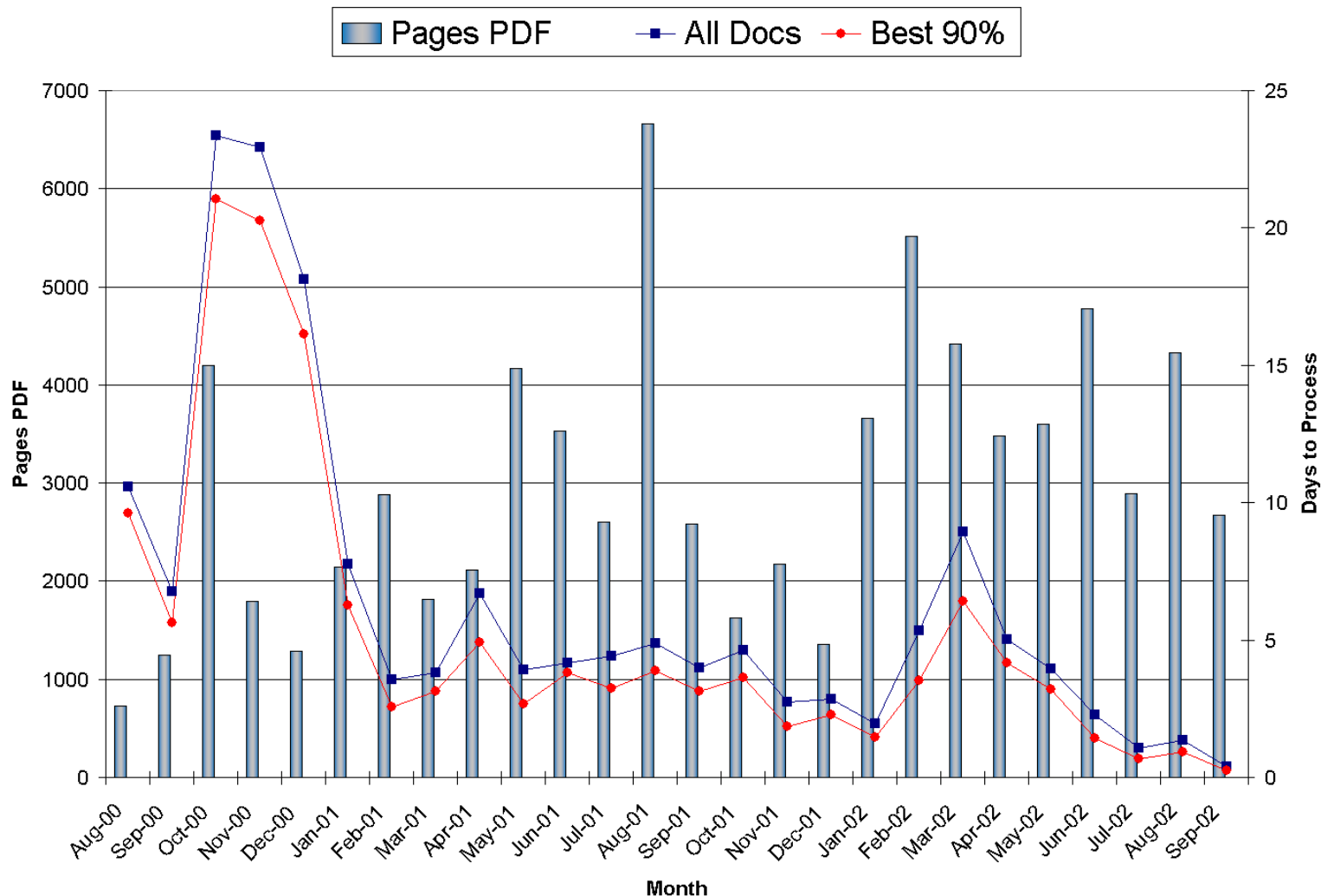


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AVERAGE DAYS TO PROCESS



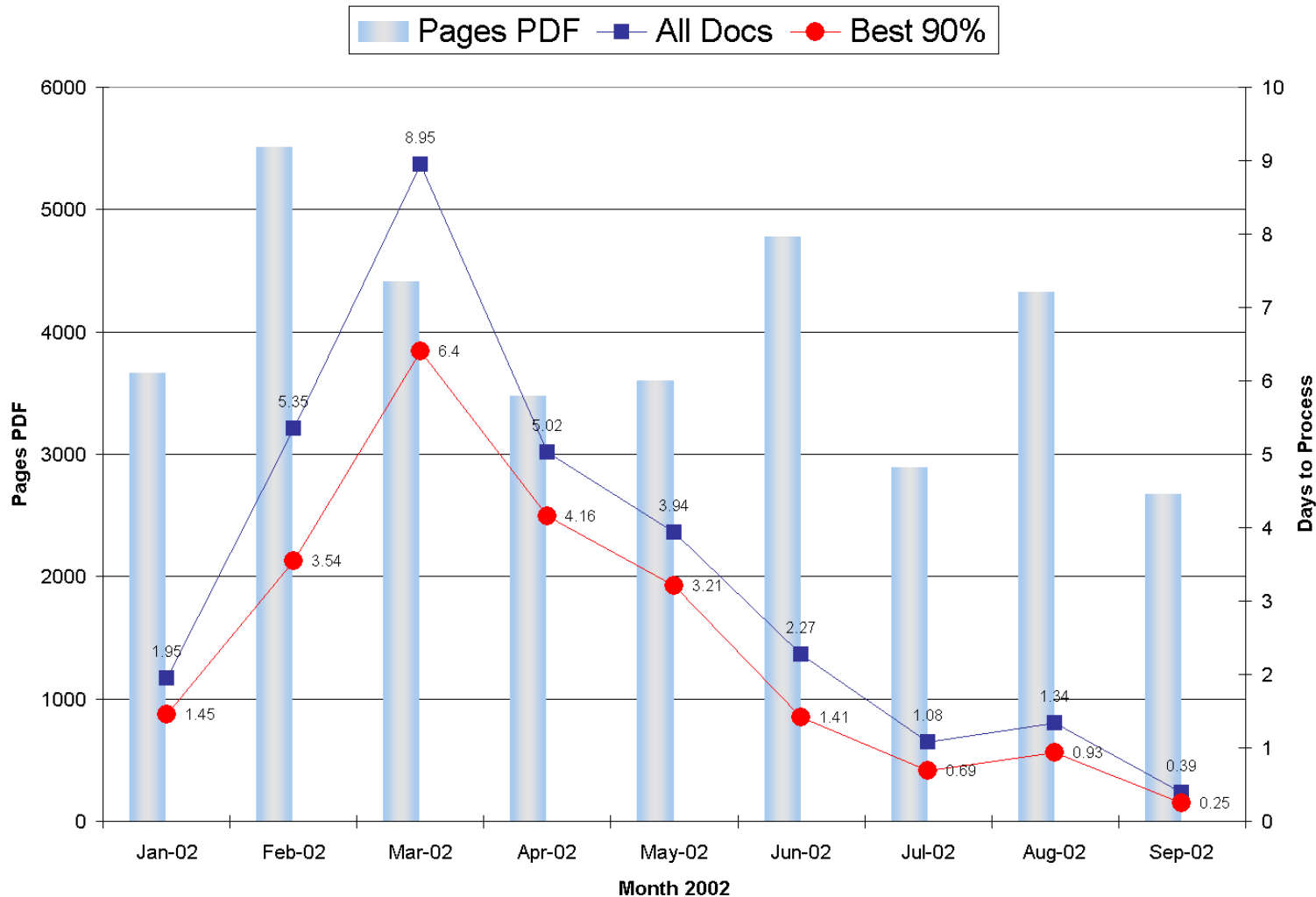


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AVERAGE DAYS TO PROCESS



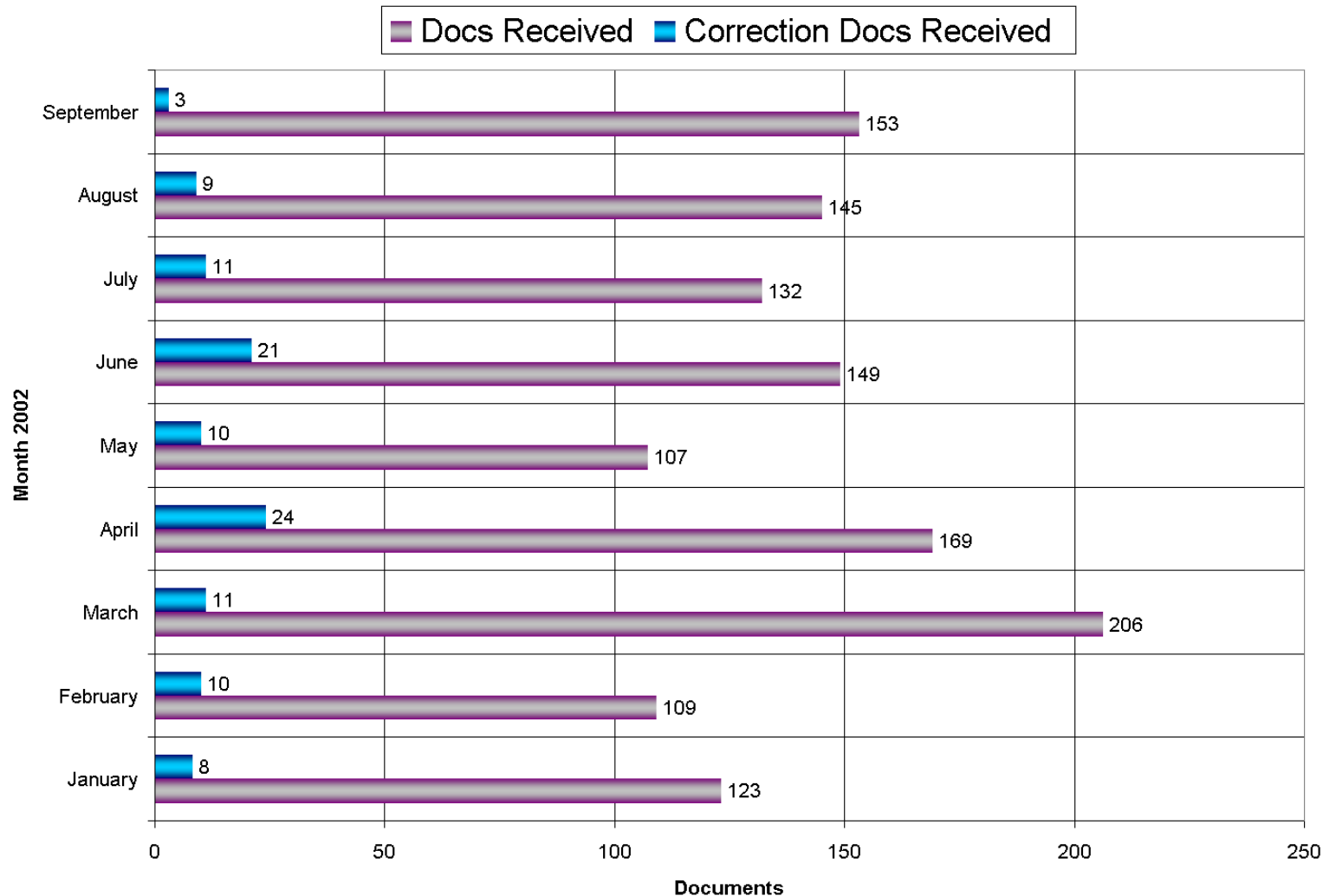


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ANALYSIS OF ERRORS





Analysis of errors

The slides that follow show errors that introduce unnecessary delays in the conversion process.



PARAGRAPH NUMBERING PROBLEMS

- ❑ *Numbered Paragraphs out of proper sequence.*

One incorrect paragraph number can cause hundreds of subsequent errors, requiring hours of editing:

9.22. Fuel Jettisoning/Dumping. Fuel jettisoning will be conducted only to reduce aircraft gross weight in an emergency, for operational necessity, or as required for flight test/FCF. When circumstances permit, jettison fuel over unpopulated areas at an altitude above 5,000 AGL, when feasible. Advise the appropriate air traffic control agency of intention, altitude, and location when fuel is jettisoned and when the operation has been completed. Units will establish jettison areas and procedures to minimize the impact of fuel jettisoning into the atmosphere. Use designated jettison areas and local area procedures to the maximum extent possible, except when safety of flight would be compromised. Refer to specific MDS attachments for additional guidance. ¶

9.25. Back Seat Landings. Only qualified or upgrading instructor pilots may conduct back seat landings. ¶

9.26. Touch-and-Go Landings – All Aircraft. ¶

9.26.1. IPs and EPs may perform touch-and-go landings. Designated FPs or MPs may perform touch-and-go landings at DFO designated airfields. MP/FP's will not perform touch-and-go landings from the back seat (fighter/trainer). ¶

9.26.2. Touch-and-go landings will not be flown with passengers onboard the aircraft. ¶

9.26.3. All engines will be set to military power or as specified in flight manual or MDS attachment. ¶

9.26.4. Fighter and Attack. Will not be flown with live or full-scale munitions (excluding air-to-air missiles, internal safed gun, or practice bombs) or fuel remaining in any external tanks. ¶

9.26.5. Bomber, Cargo, Tanker, and T-39. The PIC must have access to the flight controls and brief the crew on procedures to be followed prior to executing the first touch-and-go landing of a training mission.



PARAGRAPH NUMBERING PROBLEMS

❑ *Incorrect Formatting of Paragraph Numbers*

- Paragraph number missing a final period and missing a space after final period:

INCIRLKI32-4001

1.4.2.8Control Center Operation (CCO)

1.4.3. Responsible for:

- Lower-case letter 'L' instead of a number '1' in a paragraph number (AL.4.L. instead of A1.4.1.):

A 1.4. Responsibilities

A1.4.1. Groups and W

the dates specified in

fall within the first we

of its goal. Send P.D.M



PARAGRAPH NUMBERING PROBLEMS

- Unnecessary spaces in paragraph numbers:

AFI31-401_363AEWSUP1

1.3.6.11. (Added) Security managers will maintain
will ensure that all required publications are readily
file. As a minimum, security managers will have a

1.3.6.11.1. DoD 5200.1-R, *Information Security P*

1.3.6. 11.2. DoD 5220.22-M, *National Industrial S*

1.3.6. 11.3. DoD Reg. 5200.1-PH, *DoD Guide to M*

1.3.6. 11.4. Air Force Policy Directive 31-4, *Infor*

1.3.6. 11.5. AFI 31-401 *Managing the Information*



PARAGRAPH NUMBERING PROBLEMS

- Chapter/Section/Attachment beginning with incorrect paragraph number:

AFI 13-204 15 JULY 2002

Attachment 3

AIRFIELD OPERATIONS INSTRUCTION (A

A3. The following items must be addressed in the base AOI, may be outlined in a separate local directive; however, that d base AOI.

A3.1. General Information Regarding Airfield Facilities

- The proper primary paragraph number for this attachment is A3.1., not A3.
- Similarly, chapters must begin with 2-level paragraph numbers, such as 1.1., not 1.



PARAGRAPH NUMBERING PROBLEMS

- Extra periods in paragraph number:

DOVERAFBI24-101

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A.2.1. Vehicle abuse reimbursement action will be initiated for vehicle/equipment resulting from:

A.2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to established requirements or failure to monitor dash instrumentation.



FRONT MATTER PROBLEMS

- ❑ *Front Matter formatting issues are the most common category of errors requiring editing.*
 - The extra effort made to make the front matter of a word document resemble that of the final draft causes complications in the processing of the document.
 - Colons are often apparent where invalid or missing where required. Colons are required after the following elements:
 - **OPR:**
 - **Certified by:**
 - **Pages:**
 - **Distribution:**
 - No colon required after '**Supersedes**'
 - Elements which are commonly missing from the front matter include:
 - **Document Identification Number**
 - **Publication Date**
 - **Supplement Number/Command line**
 - Items which are unnecessary in the front matter of Word documents include:
 - **Seals**
 - **Compliance statement.**
 - **Web address notice.**



FRONT MATTER PROBLEMS

- ❑ *Example of a properly formatted front matter in Word:*

AFI123-XYZ

BY ORDER OF THE SECRETARY OF THE AIR FORCE
AIR FORCE INSTRUCTION 123-XYZ

DATE

Documents

FRONT MATTER DESIGN ILLUSTRATION

OPR: FAS (Mr. Stephen Black)

Certified By: FAS (John Doe)

Supersedes AFI123-XYZ, Earlier Date

Pages: xx/Distribution: XYZ



FRONT MATTER PROBLEMS

- ☐ *Example of a problematic front matter in Word:*

***BY ORDER OF THE
SECRETARY OF THE AIR FORCE***

AIR FORCE INSTRUCTION 123-XYZ
Date

Documents



FRONT MATTER DESIGN ILLUSTRATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PPP WWW site at <http://afpubs.hq.af.mil>.

OPR: (Mr. Stephen Black)
Supersedes: AFI 123_XYZ, 1 July 1998.

Certified by: XYZ (John Doe)
Pages: 31
Distribution F




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FRONT MATTER PROBLEMS

- What a problematic front matter in Word becomes when converted into FrameMaker:

BY ORDER OF THE } SECRETARY OF THE AIR FORCE}	AIR FORCE INSTRUCTION 123-XYZ
	DATE
	
FRONT MATTER DESIGN ILLUSTRATION¶	
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY¶	
NOTICE: This publication is available digitally on the AFDPO/PPP WWW site at http://afpubs.hq.af.mil .¶	
OPR: FAS (Mr. Stephen Black)} Supercedes AFI 10-210, 1 July 1998.)	Certified by: FAS (John Doe) Pages: nn Distribution XYZ





TITLE PROBLEMS

- ❑ *Titles are commonly placed in an incorrect place or in an improper format.*
 - Table titles are often found inside of tables. This is incorrect and requires editing:

Table 5.1. Mandatory Requirements for Advanced Qualifications			
L I N E	A Qualification	B Formal Training	C Other Requirements/Remarks
1	Joint Operations Static Line Jumpmaster	Must be a graduate of : US Army Infantry Center approved course/ (METT)	Trained and certified IAW OJT program

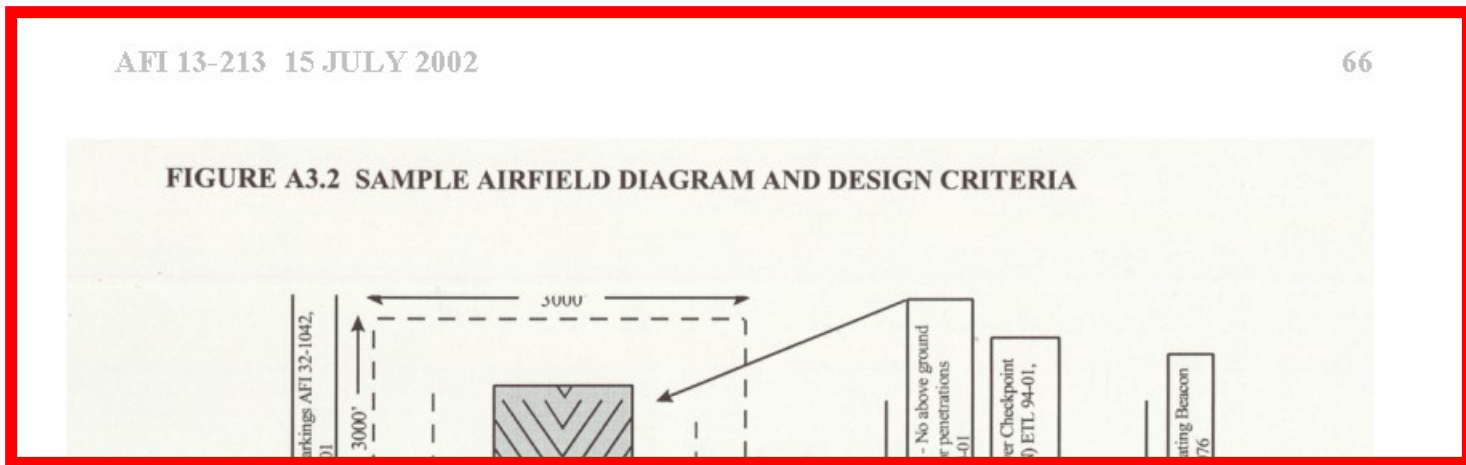
- Attachment titles are often found inside of tables. This is incorrect and requires editing:

ACCI 21-101/552 ACW Sup 1, 15 May 2002, Attachment 1

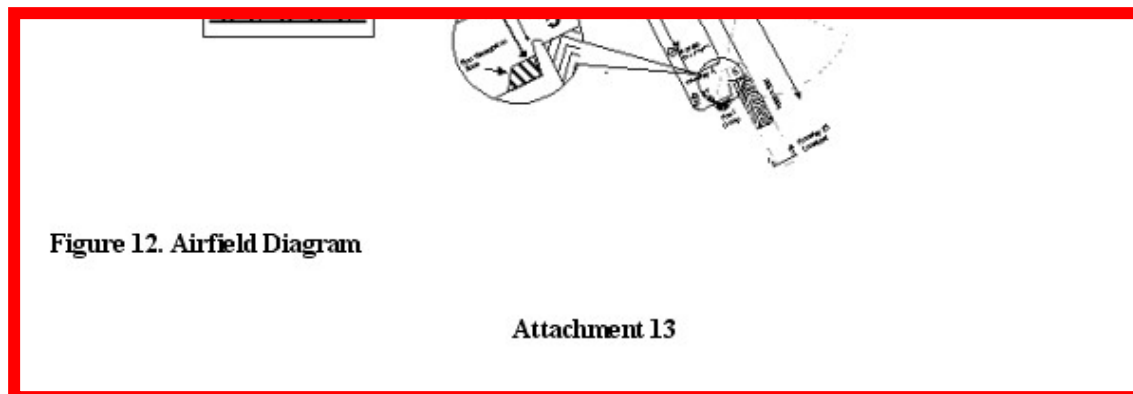


TITLE PROBLEMS

- Figure titles are commonly found inside of figure graphics:



- Figure titles are commonly found after the figures:





CARRIAGE RETURN PROBLEM

- ❑ *Carriage returns are too often used at the end of lines within a paragraph.*
- ❑ *Normal paragraph wrapping places the next line in its proper place without manual assistance.*

AFI36-2248_552ACWSUP1¶

3.3.3.9.1.1. (added)·Conduct·and·direct·DMT,·MSLITE,·Full·Crew,·Small·Team,·and/or·¶
individual·simulator·training·in·a·safe·manner·emulating·E-3·operations.¶

3.3.3.9.1.2. (added)·Notify·MTC·contractor·and·552·OSS/OSTS·(x4-7573)·concerning·any·¶
discrepancies·adversely·affecting·the·mission·(i.e.·communications,·computer,·consoles,·delays,·
etc.)¶

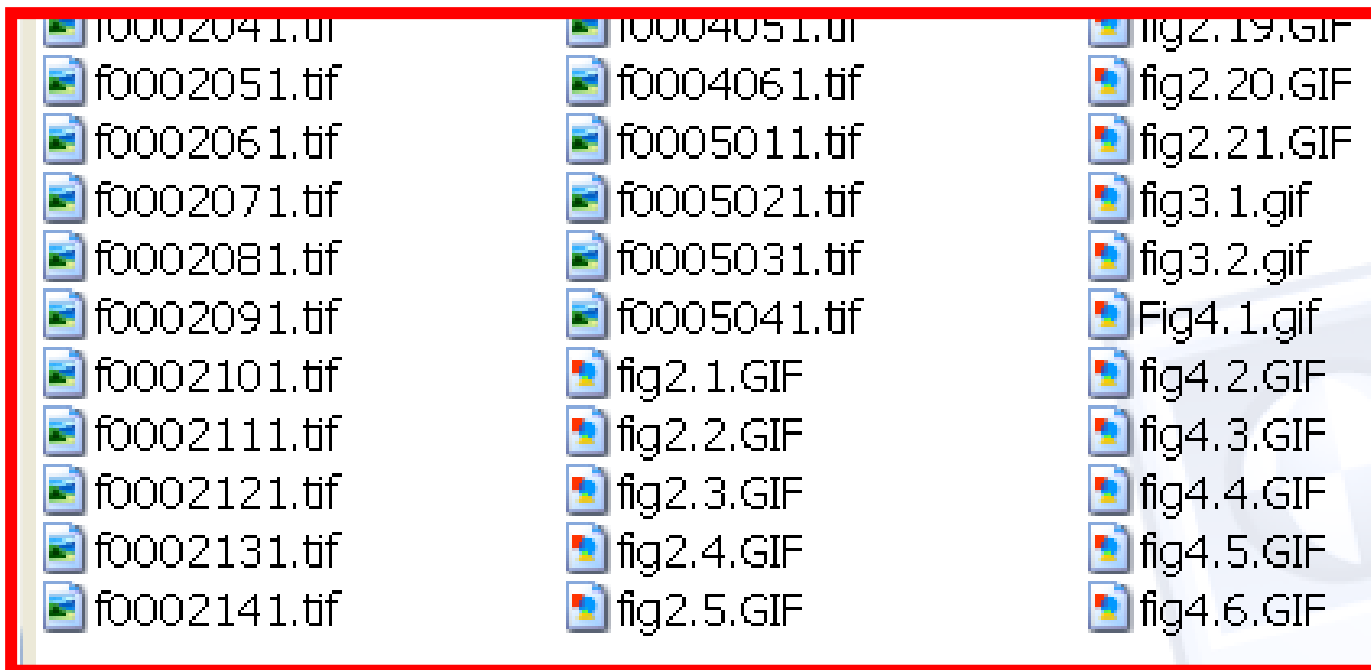
3.3.3.9.1.3. (added)·Fill·out·Form·49M·for·wing·feedback·and·trend·analysis·purposes.·Turn·in·¶
Form·49Ms·dealing·with·DMT·directly·to·the·unit·Operations·Readiness·Center·(ORC).·During·
MSLITE·missions,·allow·MSLITE·Coordinator·to·make·a·copy·of·the·Form·49M·(in·MTC·
briefing·room)·before·turning·Form·49M·to·ORC.·MSLITE·Supervisor/MSLITE·SD·will·fill·out·

- ❑ *After processing, formatting like this causes undesired paragraph gaps in the middle of sentences.*



GRAPHIC PROBLEMS

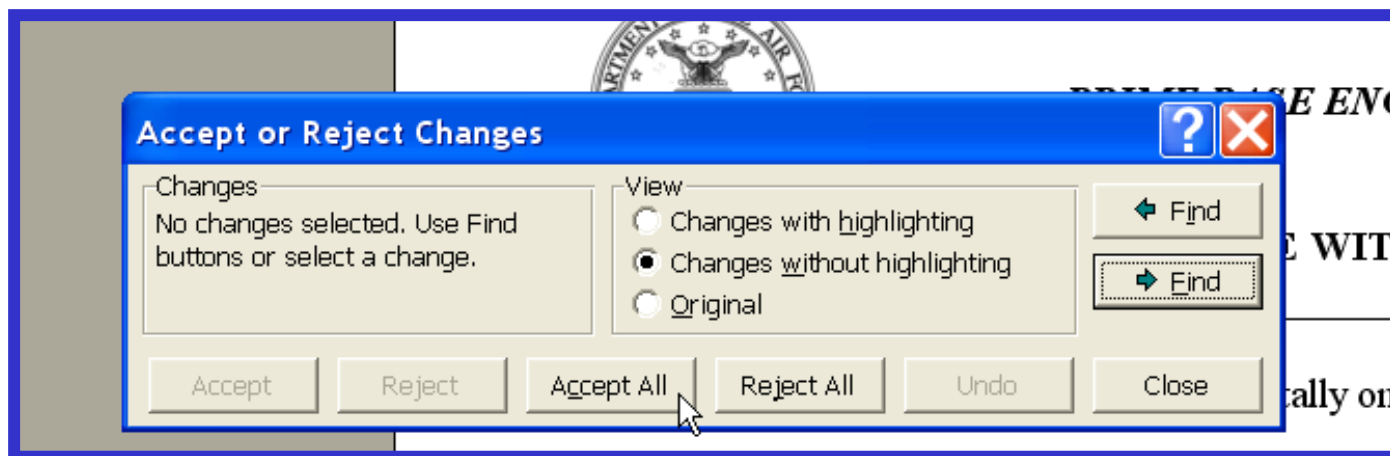
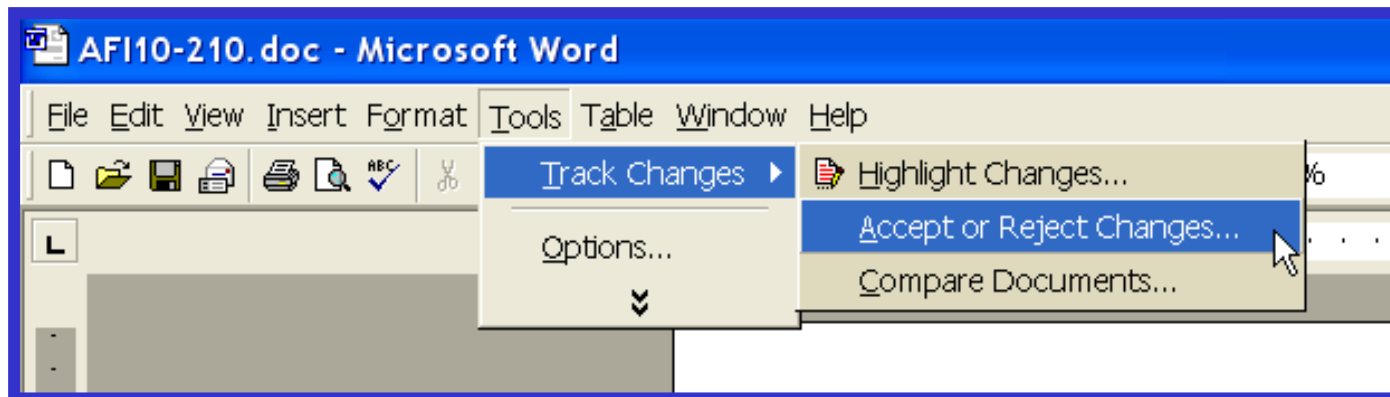
- ❑ *Graphic files are a common source of delay in processing time. The following issues concerning graphic files have been observed:*
 - *Graphic files are not provided as separate .tif files.*
 - *Graphic files are incorrectly named (See below).*





CHANGE ACCEPTING PROBLEM

- ❑ *Documents are received with as many as ten thousand or more changes not accepted.*
 - This is the way to accept changes in a Word document:





TAB PROBLEM

❑ *Tabs inside Tables*

- A table should be formatted with extra columns to show indents rather than with tabs:

552·ACWI·10-23,·22·July·2002¶

¶

B.·→**Step·Two:·→ Construct·a·plan.**¶

¶

→ (1)·Determine·the·mission·objective.¶

¶

→ (2)·Know·and·assess·the·threat·(see·AFTTP·3.1.2,·Threat·Reference·Guide

¶

→ → (a)·EW.¶

→ → (b)·Types·of·platforms,·capabilities,·and·profiles·of·each.¶

→ → (c)·Develop·an·EP·plan·(see·AFTTP·3.1.15,·Tactical·Employment·---·AW

→ → (d)·Develop·an·ES·plan,·to·include:¶



GLOSSARY PROBLEMS

- ❑ *Incorrectly formatted glossaries delay processing time due to major editing.*
 - Glossary title is incorrect:

AFI 36-2903 Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

- The glossary title should appear as follows:
“ **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION** ”
- Subheading titles are incorrectly formatted:

AFI15-180

Explanation of Terms

Conformity Index—The summation of all sub area scores (to include any M areas) divided by the number of sub areas * 100%.

- Reference titles should appear as follows:
“ **References** ”
“ **Abbreviations and Acronyms** ”
“ **Terms** ”



GLOSSARY PROBLEMS

- Terms and Abbreviations need to be bold for processing purposes.

AFI61-204

Abbreviations and Acronyms

CCAL	Certified Contractor Access List
CCL	Commerce Control List
DDR&E	Director of Defense Research and Engineering
DLIS	Defense Logistics Information Service (formerly

- Periods and colons are unnecessary after a term:

AFI51-501

Civil Air Patrol. A federally chartered, civilian nonprofit corporation which is designed to be a volunteer civilian auxiliary of the Air Force.

Civilian Component. Civilian personnel accompanying and employed by an international



CROSS-REFERENCING PROBLEMS

- ❑ *References can easily be looked over during the cross-referencing process if they are not properly formatted.*
 - References are found pointing to nonexistent elements:

INCIRLIK32-4001

SUMMARY OF REVISIONS

This revision introduces additional requirements for the establishment of the Readiness Council (paragraph. 1.5.) and Hazardous Material Emergency Planning Team. (HMPT) (Paragraph 1.6.). The quarterly Disaster Preparedness Report (paragraph 2.5); Changes the Readiness Review (RR) program to a mandatory annual Staff Assistance Visit (SAV) Program (Chapter 6); Sets requirements for Specialty Training (ST) (Chapter 3 paragraph 3.5.4); Added are levels of Nuclear, Biological, Chemical, and Conventional Defense Training (NBCCD) (Chapter 3 paragraph 3.3); Wing Readiness Day Training program (Chapter 3 paragraph 6.3).

1. Disaster Preparedness Planning and Management:

1.1. Purpose: This chapter outlines the organization and assigns responsibilities to manage the Incirlik Air Base DP program. The installation disaster preparedness program at Incirlik AB is designed to ensure that all units, assigned or attached, are organized, trained, and equipped to operate effectively during peacetime emergencies and wartime contingencies.



PROBLEMS WITH SUPPLEMENTS

- ❑ *Integrating supplements is already a time consuming task that requires major work. Simple formatting problems within the supplement greatly delay the processing time.*
 - Glossaries including Attachment number and title, along with instructions incorporated

AFI31-401_363AEWSUP1

Add the following References to Attachment 1:

USCENTCOM Regulation 380-1, *Information Security Program Regulation*

References (Added)

USCENTCOM Regulation 380-1, *Information Security Program Regulation*



PROBLEMS WITH SUPPLEMENTS

- Markup labels contain unnecessary information that needs to be deleted before processing:

ACCI23-251_MOODYAFBSUP1

4.7.5. (Added)(MAFB) Local Manufacture items resulting in a MICAP condition will be processed as follows:

4.7.5.1. (Added)(MAFB) Requests resulting in a MICAP condition will be processed thro

4.7.5. (Added) Local Manufacture items resulting in a MICAP condition will be follows:

4.7.5.1. (Added) Requests resulting in a MICAP condition will be processed thro



PROBLEMS WITH SUPPLEMENTS

- Markup labels should not be placed within a glossary (only in the subheading titles). In addition, if the whole Attachment itself is not being added to the basic document, the Attachment number and its title should not be displayed:

AFI 91-101_AMCSUP1

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added). AMCI 90-201, *The Inspection System*

(Added). AFI 11-299, *Nuclear Airlift Operations*

2.17.1.8. (Added). A recorder should be present for all NSC meeting. Meeting minutes will specific actions taken, OPR, and the estimated completion date (ECD) for each item. Send m NAF/SEG/W and HQ AMC/SEW.

References (Added)

AMCI 90-201, *The Inspection System*

AFI 11-299, *Nuclear Airlift Operations*



PROBLEMS WITH SUPPLEMENTS

- The signature block in a supplement should always be placed at the end of the document:

AFMAN 24-307/PACAFSUP1 3 July 2002

7.27.1. COBs and MOBs destined to receive inbound transportation maintenance augmentation forces will ensure adequate shop tools and special equipment are available to support the automotive fleet.

7.30. Contractor maintenance of WRM stored vehicles is the preferred method.

PAMELA D. CARTER, Colonel, USAF
Assistant Director of Logistics

Attachment 1
SAMPLE OLVIMS DATA/ANALYSIS REPORT

DATE
Memorandum for SQUADRON CC
WING LG
HQ PACAF/LGTV



PROBLEMS WITH SUPPLEMENTS

- Paragraph numbers in a supplement that do not follow the sequence of the core document's paragraphs make integration impossible:

2

AFI24-302_BOLLINGAFBSUP1 15 AUGUST 2002

1. Squadron Commanders will:

1.1. Appoint a VCO/VCNCO in writing. A copy of these appointment memorandums must be forwarded to 11 TRANS/LGTM.

1.2. Assist the unit VCO/VCNCO as necessary in accomplishing their duties and responsibilities.

2

AFI24-302 19 MAY 1994

Chapter 1

GENERAL INFORMATION AND ADMINISTRATION, TYPES OF MAINTENANCE, AND ORGANIZATION

Section 1A—General Information and Administration

1.1. Principles of Vehicle Maintenance Management. Use economical, reliable, and up-to-date procedures to keep vehicles safe and serviceable.



PROBLEMS WITH ICS

- ❑ *Interim changes are supposed to replace entire paragraphs, tables, attachments, etc.*
 - 'Extract' appears to be an invalid supplemental attempt.

**Extract from
Attachment 48**

EXPERIENCE SETS AND EXPLANATIONS

AIRCRAFT AND RELATED EXPERIENCE SETS

TITLE	EXPLANATION
Combat Airspace Manager	Requires completion of courses TAC228550 (PDS code ZEN) and TAC228555 (PDS code 9TH), or ACC Joint Aerospace Command Control Course, JAC2C (PDS Code 77L), participation in one Joint Staff exercise with combat airspace management employment, and commander's recommendation.



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Thank you very much to everybody!

